

GOVERNMENT OF ANDHRA PRADESH ABSTRACT

Municipal Administration & Urban Development Department - "Our City - Our pride and Our responsibility" - initiative for sustainable development in cities through decentralized Governance with active involvement and participation of Ward Committees / Area Sabhas and Ward Councilor in the development of Ward - Fixing up activity wise responsibility on the concerned officers in the ULBs - Orders - Issued.

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (ELEC.II) DEPARTMENT

G.O.Ms.No.69 Dated 15.02.2014
Read the following

1. G.O.Ms.No. 1, MA & UD (ELEC.II) Department, dated 01.01.2014.
2. From the C&D.M.A., Hyderabad, Letter No. 003/13th FC/ C&D.M.A., Hyderabad/2014, dated 10.02.2014.

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ORDER

The pride and responsibility of a city comes from pursuit of sustainable development. One way of making operational the concept of sustainable development is to simultaneously achieve three goals of environmental protection, economic development and social equity (3Es), called inclusive growth, now.

2. Decentralization has to be rooted in subsidiarity and operational and management and control of municipal functions and functionaries has to be given to "communities of interest". In the reference 1st read above, detailed instructions were issued to make Ward Committees and Area Sabhas operational. Such decentralization does not impose unworkable solutions and standard recipes on local areas and decentralization is based on local history, culture and resources. The most critical link to put this form of last mile led sustainable development into practice requires complete inclusion of the micro-governance units. In order to meet the goals of sustainable development, activity wise responsibility is fixed up on the concerned officers of ULBs as detailed in the Annexure appended to this order.

3. The framework as detailed in the annexure for carrying out the shall broadly consist of:

- a. Supervision and Maintenance of Civic Services.
- b. Preparation of Ward Development Plan
- c. Preparation of Municipal Assets Inventory
- d. Grounding of Developmental Works
- e. Supervision and Inspection of Works
- f. preparation and disclosure of Annual Reports.

4. All field functionaries of Municipal and line departments shall provide necessary assistance in their respective activities to ward in discharging various functions so as to achieve targets. While doing so, the ward level institutions such as Schools, Anganwadi centers, Health Sub-center, Fair Price Shops, Self-Health Groups, Slum level Federation, Residential Welfare Association etc., shall establish close linkages with Councilor/ Ward Committee/Area Sabhas and achieve convergence. If any of the field level government or Municipal functionary fails to assist the councilor and Ward Committee in discharging the above functions, the Ward Committee should send written complaint to the disciplinary authority concerned. The disciplinary authority (Municipal Commissioner, PD, MEPMA, RD&DTCP, SE (PH), RDMA, concerned District Officer of the line Department) in turn should submit action Taken Report to the Ward Committee. Any slackness in this matter on the part of disciplinary authority will be viewed seriously. The C&DMA, ENC (PH), DT&CP and District Collector shall monitor the action taken by the respective disciplinary authorities every month.

Comment [a1]: The functions listed in this note are not in accordance with Section 5-B (6) of A.P.M. Act, 1965

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5. The sustainable capacity building is crucial on the above, continuous training to Councilors and other key stake holders is an essential requirement for effective discharge of functions entrusted to the Ward Committee under chairmanship of Councilor. The Commissioner and Director of Municipal Administration in coordination with National and State Training Institutes in Andhra Pradesh may take up training to impart quality training as per the need.

6. The e-suvidha of office of the Commissioner and Director of Municipal Administration shall take necessary action for developing a web based monitoring and assessment system for continuous tracking of performance of Ward Committees and Municipality in terms of the achievement on Development Agenda as given above.

7. The Ward Councilors and Chairpersons of Municipalities will take action for the development of Ward Development Plan/agenda, including spatial plan. The Director of Town and Country Planning shall prepare model ward spatial plan guidelines and circulate the same to Municipalities to enable them prepared ward spatial plans. The Commissioner and Director of Municipal Administration shall give instruction on model Ward Development Plans to the Commissioners of Municipalities.

8. The Commissioner and Director of Municipal Administration is requested to take necessary follow up action on the above orders in coordination with MD, MEPMA, DT&CP, ENC (PH), MD, APUFIDC and other line departments.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**SAMEER SHARMA
PRINCIPAL SECRETARY TO GOVERNMENT**

To

The Commissioner & Director of Municipal Administration, Hyderabad
The Commissioner, Greater Hyderabad Municipal Corporation, Hyderabad
The Commissioner, Greater Vishakhapatnam Municipal Corporation, Vishakhapatnam
The Engineer-in-Chief (Public Health), Hyderabad
The Director of Town and Country Planning, Hyderabad
The Managing Director, A.P. Urban Finance InfrastructureDevelopment Corporation, Hyderabad
The Mission Director, Mission for Elimination for Poverty in Municipal Areas, Hyderabad
The Managing Director, Hyderabad Metro Water Supplyand Sewerage Board, Hyderabad
The Metropolitan Commissioner, HMDA, Hyderabad
The Vice-Chairman, VUDA, Visakhapatnam
The Commissioner, Municipal Corporation of Vijayawada, Vijayawada
The Commissioner, GVMC, Visakhapatnam
The Administrator, Quli-Qutub Shah Urban DevelopmentAuthority, Hyderabad
The Vice-Chairman, Tirupati Urban Development Authority, Tirupati
The Vice-Chairman, Kakatiya Urban DevelopmentAuthority, Warangal
The Vice-Chairman, VGTM Urban Development Authority, Vijayawada
The Vice-Chairman, Sri Satya Sai Urban Development Authority, Puttaparthi, Ananthapur District

Copy to:

The P.S. to Chief Secretary to Government
The P.S. to Principal Secretary to Government (MA)
The P.S. to Principal Secretary to Government (UD)
SF/SC

//FORWARDED :: BY ORDER//

SECTION OFFICER

(Contd...3.)

Comment [a2]: Since operational guidelines were issued for functioning of Ward Committees in GHMC on 1-1-2014, this circular may be re drafted to give instructions to GHMC.

ANNEXURE**ANNEXURE TO G.O.MS.NO. 69, MA & UD DEPT., DATED 15.02.2014**

Sl. No.	Name of the Activity	Ward Level functionary	Town Level Officer	Provisions of APM Act 1965 / Rules / G.O.s and Circulars if any
1	2	3	4	5
1	GREEN CITY			
1.1	Greenary Development-Road Side Avenue Plantation, Home Stead Plantation and Block Plantation	W.I./A.E.	A.E./DY.E.E./M.E.	Act 7 of 2008
1.2	Parks Development	W.I./A.E.	A.E./DY.E.E./M.E.	Act 7 of 2008
1.2.1	Timings for parks and play grounds with community involvement (RWAs /SLFs) are followed	W.I./A.E.	A.E. / DY.E.E./M.E.	Act 7 of 2008
1.2.2	the parks and play grounds are maintained neatly and cleanly	W.I./A.E.	A.E. / DY.E.E./M.E.	Act 7 of 2008
1.2.3	play equipment installed in the parks and play grounds are properly maintained	W.I./A.E.	A.E. / DY.E.E./M.E.	Act 7 of 2008
1.2.4	public taps in the parks, if any, are functioning properly	W.I./A.E.	A.E. / DY.E.E./M.E.	Act 7 of 2008
1.3	Junction Improvement	W.I./A.E.	A.E. / DY.E.E./M.E.	Sec.171 to 179 of APM Act, 1965.
1.4	Greenery Development in Burial Grounds / Cremation Grounds	W.I./A.E.	A.E./DY.E.E./M.E.	Sec.302 of APM Act, 1965.
1.5	Protection of Open Spaces	T.P.B.O.	T.P.O.	Sec.37(1) & (2), Sec.184(2) of APM Act, 1965.
1.6	Water Harvesting	T.P.B.O.	T.P.O.	AP Building Rules, 2012 (G.O.Ms.No.168)
1.7	Regulation over construction of Buildings and Removal of encroachments.	TPS/T.P.B.O.	T.P.O.	Section 203 & 204 of APM Act.,1965. AP Building Rules, 2012.
1.7.1	parking places are maintained properly	TPS/T.P.B.O.	T.P.O.	Section 203 & 204 of APM Act.,1965. AP Building Rules, 2012.
2	HEALTHY and SAFE CITY			
2.1	Sanitation	Jawan/	S.I. / S.S./MHO	SWM Rules -2000 and provisions of APM Act, 1965.
2.1.1	Provision and Proper Maintenance of Community/Public Toilets and Urinals	Jawan/SI	S.I. / S.S./MHO	Section 156 of the APM Act, 1965

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2.1.2	Anti Larval and Fogging Operations for Vector Control	Jawan/SI	S.I. / S.S./MHO	Sec. 324, 325 of APM Act, 1965.
2.1.3	Regular Distribution of Water Supply for 100% Households and inform timings and adequate pressure is maintained.	Lineman/AE	AE/DE/EE/ME	Section 138 of APM Act, 1965.
2.1.4	Reduction in leakages in the Distribution Lines and prohibition of building of water mains without Council Permission	Lineman/AE	AE/DE/EE/ME	Section 137 of APM Act ,1965.
2.1.5	Prevent Chokages of Drains /Sewer Systems and their proper Maintenance	Work Insp/AE	AE/DE/EE/ME	Section 147,148,150 of APM Act ,1965.
2.1.6	Proper maintenance of Municipal markets (sanitation and SWM, public taps, parking facilities)	Work Insp/AE	AE/DE/EE/ME	Section 276, 277, 278 and 279 of APM Act, 1965.
2.2.1	Filling of Pot Holes ,catch pit cover replacement , removal of water stagnation, and removal of chokes and blocks in emergencies.	Work Insp/AE	AE/DE/EE/ME	Section 171, 172 of APM Act, 1965. Scheduled-II, Rule 40(D) & 44(1).
2.2.2	Roads -Planning, removal of encroachments and Development	TPBO	TPO	Section 184,185 of APM Act, 1965, Lay Out Rules.
2.3	Street Lighting	Work Inspector/A.E.	A.E/D.E./E.E/M.E.	Section 146, Scheduled-II, Rule 45(F).
2.3.1	Street lights are switched off and On as per the timings	Work Inspector/A.E.	A.E/D.E./E.E/M.E.	Section 146, Scheduled-II, Rule 45(F).
2.3.2	Street Lights are functioning properly	Work Inspector/A.E.	A.E/D.E./E.E/M.E.	Section 146, Scheduled-II, Rule 45(F).
2.3.3	Replacements of repairs of Street Lights	Work Inspector/A.E.	A.E/D.E./E.E/M.E.	Section 146, Scheduled-II, Rule 45(F).
2.3.4	Electrical Poles are Safe	Work Inspector/A.E.	A.E/D.E./E.E/M.E.	Section 146, Scheduled-II, Rule 45(F).
2.2	S.W.M.	Jawan/Mastry/SI	S.I./S.S/M.H.O.	SWM Rules, 2000.
2.2.1	100% Door to Door collection of Waste from all Households	Jawan/Mastry/SI	S.I./S.S/M.H.O.	Section 164, 166 & 168 of APM Act, 1965 and SWM Rules, 2000.
2.2.2	Litter Free Notification and is strict adherence	Jawan/Mastry/SI	S.I./S.S/M.H.O.	Section 166 of APM Act, 1965 and SWM Rules, 2000.
2.2.3	100% Collection efficiency of Municipal Solid Waste	Jawan/Mastry/SI	S.I./S.S/M.H.O.	SWM Rules

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2.2.4	100% Segregation of Municipal Solid Waste into dry and Wet	Jawan/Mastry/SI	S.I./S.S/M.H.O.	SWM Rules
2.2.5	100% Processing of Wet and Dry Waste preferably with the help of Community participation through RWAs & SLFs	Jawan/Mastry/SI	S.I./S.S/M.H.O.	SWM Rules
2.2.6	100% safe disposal of the inert material after processing	Jawan/Mastry/SI	S.I./S.S/M.H.O.	SWM Rules
2.2.7	Ensuring a minimum of 80% of complaint redressal in SWM	Jawan/Mastry/SI	S.I./S.S/M.H.O.	SWM Rules, 2000.
2.2.8	Payment of user charges by establishments	Jawan/Mastry/SI	S.I./S.S/M.H.O.	SWM Rules, 2000.
2.2.9	Regular Sweeping of Roads and Cleaning of Drains	Jawan/Mastry/SI	S.I./S.S/M.H.O. S.I./S.S/M.H.O.	SWM Rules, 2000.
2.2.10	Pin Point Program and Route Mapping for SWM Services	Jawan/Mastry/SI	S.I./S.S/M.H.O. S.I./S.S/M.H.O.	SWM Rules, 2000.
2.2.11	Proper Muster to ensure attendance of PH Workers	Jawan/Mastry/SI	S.I./S.S/M.H.O. S.I./S.S/M.H.O.	SWM Rules, 2000.
2.2.12	Compost Yard as Resource Park	Jawan/Mastry/SI	S.I./A.E.	SWM Rules-2000
2.2.14	Slaughter House	S.I./A.E.	S.I.A.E./DY.E.E./M.E.	Section 271,272,273,274 of APM Act, 1965
2.3	Food Adulteration	S.I./A.E.	S.I.A.E./DY.E.E./M.E.	Section 293 294 295 296 297 298 & 299 of APM Act, 1965 and Food Adulteration Act
2.4	Plastic Ban	S.I./A.E.	S.I.A.E./DY.E.E./M.E.	G.O.Ms. No. 46, Dated 20.06.2013.
2.5	Sewerage & STP	Jawan/Mastry/SI	S.I./S.S/M.H.O.	Section 147 to 155 of APM Act, 1965.
2.6	Septage Management	S.I./A.E.	S.I.	SWM Rules-2000
2.7	Water charges Collection	B.C./ Linemen	R.O.	Taxation & Fixation Rules
2.8	Water Tap Donation	E1 Clerk/A.E.	A.E./D.E./M.E.	Section 141 of APM Act 1965 and G.O.Ms. No.
3	INCLUSIVE CITY			
3.1	Poverty Alleviation	C.O.	PRP / TPRO	Act 7 of 2008.
3.1.1	Coverage of all Poor into SHGs/SLFs into necessary capacity building as prescribed by MEPMA .	C.O.	PRP / TPRO	Act 7 of 2008.

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3.1.2	Provision of Bank Credit/Bank Linkage to SHGs and Banker Interface for easy flow of bank linkage loans and loan repayment-Vaddileni Runalu	C.L.R.P./CO	PRP / TPRO	Act 7 of 2008.
3.1.3	Facilitating Conduct of Skill Development Programs	C.L.R.P./CO	PRP / TPRO	Act 7 of 2008.
3.1.4	Cos/POs attending SHG/SLF Meetings as per schedule	C.L.R.P./CO	PRP / TPRO	Act 7 of 2008.
3.1.5	UWSP/USEP/RYK	C.L.R.P. / CO	PRP / TPRO	Act 7 of 2008.
3.1.6	CRCs/ MahilaSwashakthiBhavans	A.E.	A.E. / DY.E.E./M.E.	Act 7 of 2008.
3.1.7	Pensions / AbhayaHastham and Other Social Security Pensions / BangaruThalli	C.L.R.P./C.O.	PRP / TPRO	Act 7 of 2008.
3.2	SC / ST Sub Plan	CLRP/C.O./A.E.	PRP/AE/Dy.E.E./M.E.	Act 7 of 2008.
3.3	NHUM	PRP/T.P.B.O.	T.P.B.O/TPO	Act 7 of 2008.
3.4	RAY	PRP/T.P.B.O.	T.P.B.O/TPO	Act 7 of 2008.
3.5	Street Vendors	C.L.R.P./C.O.	PRP / TPRO	Act 7 of 2008.
3.6	Welfare of Persons with Disability	C.L.R.P./C.O.	PRP / TPRO	Act 7 of 2008.
3.7	Old Age Homes/Night Shelters	C.L.R.P./C.O./A.E.	A.E. / DY.E.E./M.E.	Act 7 of 2008.
3.8	Welfare of Construction worker	C.L.R.P./C.O.	PRP / TPRO	Act 7 of 2008.
3.9	Other Schemes of MEPMA	C.L.R.P./C.O.	PRP / TPRO	Act 7 of 2008.
4	GROWING CITY			
4.1	Trade License	Jawan/S.I	S.I./S.S./MHO	Section 231,232 of APM Act and Schedule - IV
4.2	Leases	R.I.	R.O.	AP Municipalities (Regulation of Receipts and Expenditure) Rules 1968.
4.3	Development of Play Grounds	TPBO/A.E	DY.E.E./M.E./TPO	Provisions of APM Act, 1965.
4.4	Scientific House Numbering	TPBO/RI	R.O./TPO	Section 201 of APM Act, 1965.
4.5	Bus Stands and Parking	TPBO	TPO	Section 291 of APM Act, 1965.

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4.6	Theatre Management	S.I./A.E.	S.I./S.S./MHO	Section 249 to 252 and 312 of APM Act, 1965.
4.7	Advertisement Tax	TPBO	TPS/TPO	Section 114,115,116,117, 118,119 of APM Act and Advertisement Rules 1967
4.8	Entertainment Tax	RI	RO	APET Act, 1931.
4.9	Surcharge on Stamp Duty (Transfer Duty)	R.I.	R.O.	AP Municipalities (Duty on Transfer of Property) Rules 1965 and Section 120,121,122,123
4.10	Property Tax - House Tax and VLT.	BC	RI/RO	Section 85 to 95 of APM Act, 1965 and AP Municipalities Assessments of Tax Rules, 1990.

**SAMEER SHARMA
PRINCIPAL SECRETARY TO GOVERNMENT**

SECTION OFFICER